

## **Town of Granby**

### **ASSISTANT TO THE TOWN CLERK**

#### **OBJECTIVES**

Under the administrative direction of the Town Clerk, assists with performing work in administering the statutory, regulatory and charter responsibilities specific to the recording and reporting of land records, vital statistics and other official documents; special and general elections; and issuing of various permits and licenses and the collection of related fees.

#### **ESSENTIAL FUNCTIONS**

Performs work in the recording, processing and indexing of land records and other official documents using automated and manual systems.

Performs work in issuing canine licenses and a variety of other individual forms such as voter registration cards and other permits as authorized.

Records indexes and files maps, veteran discharges, and trade name certificates.

Receives, records, processes and is financially responsible for various fees and taxes received.

Assists the Registrars of Voters in election activities including registering voters.

Files public meeting minutes and appointments and terms of office for elected officials and appointed board and commission members.

Responds to general inquiries from the staff, public and officials on a variety of issues including research and genealogy.

Performs related work as required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of and the ability to interpret State laws and Town Charter provisions and ordinances relating to the duties and responsibilities of the Town Clerk and Registrar of Vital Statistics.

General knowledge of municipal land records and local, state and national election practices and procedures.

General knowledge of election laws and processes.

Knowledge of practices and techniques and technology utilized in public records management.

Ability to prepare reports.

Ability to deal effectively with attorneys, realtors, Town officials, and the public.

#### REQUIRED EQUIPMENT OPERATION

Operates a personal computer and standard office equipment.

#### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment; may file letters, correspondence, reports, etc. in file cabinet drawers ranging in height from 1' to 7' from the floor; carry reports and office equipment weighing up to 25 lbs.

#### REQUIRED QUALIFICATIONS (Minimum)

The qualifications required would generally be acquired with a High School diploma and one year of increasingly responsible work experience preferably in public records management or working in a municipal Town Clerk's office; OR an equivalent combination of experience and training.

#### SPECIAL REQUIREMENTS

Must be sworn to the duties of the office in accordance to State Statutes and bondable.